

# MISSOURI CITY PARKS AND RECREATION

## Meeting Room Application

Missouri City Community Center

1522 Texas Parkway \* Missouri City, Texas 77489

Office: (281) 403-8637 \* Fax: (281) 261-4315 \* Call Center: (281) 403-8500

In compliance with Resolution No. 99-03, all government entities and civic organizations, comprised of residents of Missouri City, are allowed the use of a meeting room at no charge, one (1) time free per calendar month, Monday thru Thursday during regular business hours. Civic organizations that are not comprised of Missouri City residents may reserve Room 210 at an hourly rate of \$40.00 plus \$12.00 per hour for a caretaker or Room 205 at an hourly rate of \$20.00 plus \$12.00 per hour for a caretaker on weekends. The City complies with the bylaws of the government entities and civic organizations; therefore priority is given to pre-standing reservations.

Date(s) Requested \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Contact Person: \_\_\_\_\_

\*\*Email Address: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Total # of Chairs: \_\_\_\_\_ Rectangular Tables: \_\_\_\_\_

*\* Please note that Municipal Court is not equipped with tables. NO FOOD PERMITTED IN Municipal Court.*

**Applicant must read the reservation policies and procedures on the back side of the application, and sign at the bottom.**

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### For Office Use Only

Amount Paid: \_\_\_\_\_ ☐ Check ☐ Credit Card ☐ Cash Receipt # \_\_\_\_\_

Meeting Room Assigned: ☐ Municipal Court ☐ Room 210 ☐ Room 205 ☐ Gymnasium (\$45 an Hour + )

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recreation Superintendent

\_\_\_\_\_  
Date

(OVER)

## Reservation Policies and Procedures

In order to insure your timely access to the public meeting room, we ask that the following procedures be followed:

1. Complete, sign and return the Meeting Room Application Form to the Missouri City Parks and Recreation office, between the hours of 8:00 a.m. and 5:00 p.m., Monday thru Friday. Requests may be made in person or by fax, for one (1) full calendar year to insure that all dates requested are available.
2. Missouri City Parks and Recreation will provide the government entity or civic organization with the requested number of tables and chairs. The government entity or civic organization is responsible for the set-up prior to and take-down of all tables and chairs at the conclusion of the scheduled meeting.
3. A representative with the government entity or civic organization must arrive at the Missouri City Community Center no later than five (5) minutes prior to the scheduled meeting time. The representative must check-in with a Recreation Center staff member on the 2<sup>nd</sup> floor of the Missouri City Community Center, and sign-in on the event inspection form before the meeting room will be unlocked.
4. The staff member will accompany the representative to the designated meeting room, unlock the room and insure that the room is equipped with the requested number of tables and chairs. The staff member will also note the condition of the meeting room prior to the scheduled meeting.
5. **At the conclusion of the scheduled meeting, a representative with the government entity or civic organization is responsible for notifying the Recreation staff member that the meeting is over and the building needs to be locked. The representative must sign-off on the event inspection sheet.** The staff member will note the condition of the meeting room and document any damage to the facility or equipment.
6. Any audio-visual equipment needed for the scheduled meeting must be provided by the government entity or civic organization. Please do not leave any equipment or personal items in the meeting rooms.
7. Trash receptacles are available in each meeting room. Please properly dispose of all trash at the conclusion of the scheduled reservation.

My signature below indicates that I have read and understand the policies and procedures for reserving a meeting room at the Missouri City Civic Center. I agree to adhere to the above stated policies and procedures, and understand that the facility must be left in the same condition at the conclusion of the scheduled meeting as it was at the beginning. I also understand that I will be responsible for any damage incurred to the meeting space and/or equipment during my scheduled reservation.

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Signature of Applicant

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Date

**Please Note: Food and beverages are not allowed in the Municipal Court Room.**

**A \$25.00 Janitorial Service Fee will be assessed and future Meeting Room Use privileges will be revoked for any infractions of this rule.**

**Thank You for your attention to this matter.**